



## Guidance for Programs Changing Ownership or Governance

May 7, 2015

When a child care program changes ownership or governance, they are obligated to inform the regulatory agency (certification or licensing). If the program changes ownership or governance, they may choose to have a new YoungStar rating or they may choose to keep the old YoungStar rating.

Changes to ownership or governance means a program changing from one of these to another:

- Individual (sole proprietor)
- Partnership
- LLC Individual
- Corporation
- Non-profit

If the program would like to start fresh and be treated as a new program, the program should complete these steps:

1. Contact your local YoungStar office and notify them of the change in ownership or governance.
2. Send the local YoungStar office a new YoungStar Contract.
3. The local YoungStar office will contact the program to acknowledge the receipt of your YoungStar Contract and begin services.

If the program would like to have the rating remain the same and be treated as the same program with a new owner or governance structure, programs must complete these steps:

1. Request the *Program Relocation, Type of Care or Ownership Change Form* from your local YoungStar office.
2. Complete the *Program Relocation, Type of Care or Ownership Change Form* and send it to your local YoungStar office.
3. The local YoungStar office will contact the program to acknowledge the receipt of the *Program Relocation, Type of Care or Ownership Change Form*.
4. **As soon as you receive your new Provider Number, Facility Number and/or Location Number, contact the local YoungStar office again to let them know.**
5. Update your Registry Program Profile. If your Provider Number, Facility Number and/or Location Number have changed, you will need to transfer information from your old Program Profile to your new one. Instructions on how to do this are available here:

<http://www.the-registry.org/>

**Programs will have 60 days after closure before their Registry account is closed. After that they will need to contact the Registry directly.**

You can find your local YoungStar office by visiting this webpage:

<http://dcf.wisconsin.gov/youngstar/program/localoffice>